



Dear City of Garden City Vendor:

Over the past several years, many federal and state laws and regulations have been passed requiring municipalities to update their vendor information. Of these regulations, Official Code of Georgia Annotated ("O.C.G.A.") Section 13-10-91 mandates that the City not enter into a contract for the physical performance of services unless the contractor provides evidence on City-provided forms that the business and its subcontractors have registered for and are participating in the federal work authorization program (E-Verify) as defined in the aforementioned laws and regulations.

In an effort to comply with these mandates, the City of Garden City requires that vendors register with the City each year. **Beginning February 22, 2016, the City will not be able to conduct business with any vendor that has not properly registered with the City.** The required documents to obtain an active vendor status are included in this letter. **Please remember that documents requesting notary verification must be notarized to be considered complete.**

The completed vendor packet can be dropped off at City Hall, mailed to "Attention: Accounts Payable" at the address listed below, or emailed to [gcvendors@gardencity-ga.gov](mailto:gcvendors@gardencity-ga.gov). Until all required documents are received, an inactive vendor status will be rendered and business transactions disallowed.

If there are any questions about the enclosed documents, please call (912) 963-2769 or go to [www.gardencity-ga.gov/purchasing](http://www.gardencity-ga.gov/purchasing) to find more information regarding O.C.G.A. Section 13-10-91.

**Vendor Checklist:**

- **Vendor Registration Form**
  - **E-Verify number must be included on this form. If business has less than 10 employees, write "Exempt".**
  - **E-Verify number should be between 4 and 6 numerical digits.**
- **W-9 Form**
- **City of Garden City Contractor Affidavit (E-Verify)**
  - **Vendors providing the "physical performance of services" must complete this affidavit.**